



**Wharton County  
Junior College**

**PAID PROFESSIONAL  
ASSIGNMENT (PPA)  
REQUEST FORM**

TO: Vice President of Instruction

DATE: Sept. 7, 2018

FROM: Phyllis Appling and Patrick Ralls

DIV or UNIT: Communication and Fine Arts/College Readiness

SUBJ: PPA request for: Cindy Diener  
 Title of PPA activity: House Bill 5 Support, Facilitator, Proctor, Grader  
 Dates (or semesters) of activity: Spring 2019 (1/22/2019-6/19/2019)

**A. Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Cindy Diener will provide support to participating school districts as described in our memos of understanding. The support is as follows:

- 1) She may travel to prep course classes to talk to students and explain the advantage of the course and potentially recruit students.
- 2) She will create and facilitate professional development to high school teachers that are teaching the prep courses.
- 3) She will provide instruction support to high school teachers that are utilizing our curriculum.
- 4) She will travel to participating schools and serve as a proctor and grader for final assessments.
- 5) She will work with Phyllis Appling to get all scores to individuals that will require grades

**B. Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	
<b>TOTAL</b>		<b>\$ 2,100.00</b>	<b>\$ 0.00</b>

Budget Number : 1110.14506.6092.100

**C. Approvals**

Supervisor: Patrick Ralls Digitally signed by Patrick Ralls  
DN: cn=Patrick Ralls, o,  
ou=Speech Department,  
email=ralls@wcjc.edu, c=US  
Date: 2018.09.07 07:55:55 -05'00' Date: \_\_\_\_\_

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins  
DN: cn=Leigh Ann Collins, o=WCJC,  
ou=VPI, email=lacollins@wcjc.edu, c=US  
Date: 2018.09.07 11:43:46 -05'00' Date: \_\_\_\_\_

President: *Debra L. McLeod* Date: 9-7-18